



**State of Maine
Board of Corrections**

State House Station #111
Augusta, ME 04333-0111



MEMBERS:

Neale Duffett*
Tom Brown
Irving Faunce
Martha Freeman
George Jabar
Tim King
Martin Magnusson
Scott Story
* Chair of the Board

**DEVELOPMENT
PROGRAM
MANAGER:**

Kate Snyder

**EXECUTIVE
ASSOCIATES:**

Kelene Barrows
April Fortier

**CORRECTIONS
WORKING
GROUP:**

Sheriff Todd Brackett*
Denise Lord*
Karla Black
Bob Devlin
Sheriff Mark Dion
Scott Ferguson
Ralph Nichols
Michael Le Vert
Malory Shaughnessy
Stephen Stanley
*Co-Chairs

FOCUS GROUPS:

Budget
Education
Inventory of Needs
Information Technology
Medical
Mental Health/Substance
Abuse
Pharmacy
Pretrial/Diversion/Alternative
Transportation
Victim Services

March 10, 2010

Dear Members of the Board of Corrections,

The Chair of the Board has requested an annual focus group review process in an effort to share information and ensure alignment of priorities.

Every year each focus group will be asked to submit a report by January 1 that communicates the focus group's Roles and Responsibilities, Current Membership, past year Activities and Accomplishments and upcoming annual Priorities and Goals. The 2009 reports are attached, for your review and consideration.

As part of this process, the Corrections Working Group (CWG) has developed a strategy to work with each focus group, in response to their report, in an effort to support the work of the Board of Corrections.

Every February, the CWG will schedule work sessions with the chairs of each focus group to review their reports and influence timelines, priorities and goals. The work sessions will be scheduled to be as responsive as possible to imminent Board priorities.

Sincerely,

Kate Snyder